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EXHIBIT C

FUNCTIONAL STATEMENT, TRAVEL BRANCH

I. MISSION

As a Branch Chief of the Fiscal Division, the Chief, Travel Branch, is charged with the preparation of vouchered CIA [] employee travel orders and certification for payment of obligations in connection therewith (including military and IAC). 25X1

II. RESPONSIBILITIES AND AUTHORITY

Within the limits of his assigned mission, the Chief, Travel Branch, Fiscal Division, is responsible for and has commensurate authority to accomplish the fulfillment of his duties as set forth below for CIA []. 25X1

A. FUNCTIONS

The Chief, Travel Branch, will:

(All functions listed below apply to vouchered funds only.)

1. Review requests for travel and issue appropriate travel orders.
2. Prepare and process indemnity bonds. Procure and liquidate advanced travel funds.
3. Advise and instruct travelers and administrative personnel on fiscal travel procedures.
4. Audit and certify for payment all types of travel vouchers involving reimbursement to travelers.
5. Audit and certify for payment or adjust all types of vouchers submitted by carriers or other government agencies for personnel travel or transportation service rendered.
6. Prepare travel vouchers for individuals upon completion of travel.
7. Prepare requisitions, stock, issue, maintain accountability, and render required reports for all transportation requests used within the Agency.
8. Post-audit all travel and transportation accounts paid at overseas Missions.
9. Prepare direct settlement claims for submission to General Accounting Office.
10. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
11. Maintain prescribed technical liaison with State and Defense Departments and General Accounting Office.

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